



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260	Announcement Number:	PTO-05-030
REV. 6-86	Issue Date:	01/27/05
DAO 202-335	Closing Date:	03/25/05

MERIT PROGRAM

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE**Paralegal Specialist****GS-0950-11**

Position is at the full performance level

One Position

Competitive Service

Non-bargaining unit position

VACANCY LOCATION

U.S. Patent and Trademark Office

Office of the General Counsel

General Law Office

Alexandria, VA

AREA OF CONSIDERATION

General Public (Non-Status)

PTO Employees with Status

Current Federal Employees with Status

Reinstatement Eligibles

DOC Surplus, Displaced Employees

in local commuting area

AMENDMENT

This announcement is amended to extend the original closing date to March 25, 2005 (3/25/2005).



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DUTIES: The incumbent provides paralegal and clerical assistance to U.S. Patent and Trademark (USPTO) General Law Attorneys in the performance of their mission. Assists attorneys in the preparation and proofreading of various legal papers. Drafts legal memoranda. Performs other legal research as needed by attorneys within the Office of the General Law. Provides clerical assistance, including copying documents at the request of General Law Attorneys, maintains labor law files, including, but not limited to MSPB and EEOC cases, litigation files, and various administrative files. The incumbent also assists in receiving, docketing, reviewing, and controlling Freedom of Information Act (FOIA) requests to the USPTO. Background in Federal Procurement processes are helpful. Under appropriate supervision, obtains responsive documents, determines if documents or segregable portions of them can be released and drafts initial responses to the same. Incumbent makes a determination as to the appropriate release or withholding of records. Knowledge of federal rulemaking procedures, reviews rules for format and completeness; forwards rules for publication.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had **one year of specialized experience**, which has equipped them with particular knowledge, skills and abilities to successfully perform the duties of the position to be filled and equivalent to the **GS-9** grade level in the Federal Service. **Specialized experience** analyzing the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs; conducting research for the preparation of legal opinions on matters of interest to the agency; performing substantive legal analysis of request for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of a specialized knowledge of laws, precedent decisions, regulations, agency policies and practices and judicial or administrative proceedings. **Status** applicants who have held a General Schedule (**GS**) position within the last 52 weeks **MUST** meet the **time-in-grade restrictions** in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

Evaluation of Qualified Candidates: will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of litigation filing, process and proceedings, knowledge of labor law helpful.
2. Knowledge of concepts and statutes related to information disclosure principles.
3. Skill in organizing, prioritizing and coordinating complex work tasks and functions in a time sensitive office environment.
4. Knowledge of legal reference sources and commonly used legal research procedures and methods sufficient to locate, analyze and prepare reports on pertinent statutes, court decisions, legal opinions and other documents.
5. Ability to communicate effectively both orally and in writing to attorneys for defendants, potential witnesses.

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit a resume **OR** OF-612 (form can be assessed from the following web site:

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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<http://www.opm.gov/forms/html/of.asp> - http://www.opm.gov/forms/pdf_fill/of612.pdf

2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (**Federal Candidates Only**)
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted.
4. **Status** candidates who want to be considered under **both** merit promotion and competitive procedures must submit **two** complete applications.
5. Statement of qualifications relating to each of the **Ranking Factors**.

Applications submitted by mail with a **postmark of on or before the closing date** of this announcement will be considered **only if received in the USPTO, Office of Human Resources**, five (5) working days after the closing date.

**FOR SPECIFIC INFORMATION CALL: Bonnie Guzman (703) 305-8516 or Ronald Taylor (703) 308-4324
TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive CPK1 - 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.

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- 14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
- 15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
- 17. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.